

PROFILE

- ◆ Dedicated manager with a strong background in service and consumer product industries.
- ◆ Proven experience in business administration, event management, economics, and supervision.
- ◆ Energetic team player with the ability to communicate clearly and work well with others.
- ◆ Self-motivated professional with a demonstrated work ethic and dedication to lifelong learning.
- ◆ Experienced international traveler (four continents) with an appreciation for other cultures.
- ◆ Proficient in Windows, MS Word, Excel, Outlook, Access, Works, Netscape, Internet Explorer, AOL, and Telnet.

EDUCATION

BACHELOR OF ARTS, University of Colorado, Boulder, Colorado (1999)

- ◆ Major in Economics (Major GPA 3.6)
- ◆ Study abroad at Murdoch University, Perth, Australia (Spring/Fall Semesters 1998)

EXPERIENCE

BUSINESS ADMINISTRATOR, Roche s.r.o., Prague, Czech Republic (2000)

- ◆ Selected as a consultant for a six-month contract to demonstrate Western business concepts for the Czech division of the third largest pharmaceutical company in the world.
- ◆ Conducted an internal audit of executive, mid-management, and staff-level personnel processes and made recommendations to executive management to improve the company's organic growth.
- ◆ Predicted a 7.2 percent growth in a shrinking market if recommendations were implemented.
- ◆ Evaluated stock supplies and recommended actions to save \$27,000 in overstock.
- ◆ Designed the division's Web site to harmonize with corporate identity pieces.

EXHIBITION COORDINATOR, Joly, Prague, Czech Republic (1999)

- ◆ Recruited by the AIESEC for a six-month internship with this exhibition company specializing in hunting and fishing events.
- ◆ Designed the layout and wrote the content for the company's Web site.
- ◆ Planned and managed an event for 10,000 participants, including 40 international companies.

RESEARCH ASSISTANT, Murdoch University, Perth, Australia (1998)

- ◆ Conducted research on the Phillips Curve, working side by side with the noted Dr. Robert Leeson.
- ◆ Analyzed data, created formulas, and drew conclusions relating to the Asian crisis and its effect on Australian higher education for the Center for Labour Market Research.

OWNER, GENERAL MANAGER, College Pro Painting, Colorado Springs, Colorado (1997)

- ◆ Developed this franchise operation from the ground up, generating \$80,000 in one summer.
- ◆ Recruited, hired, and supervised three crews with a total of 13 employees.
- ◆ Accountable for long-range planning, budgeting, controlling costs, collecting accounts receivable, and monitoring financial performance.
- ◆ Scheduled, planned, and coordinated large projects, maximizing resources and ensuring customer satisfaction.
- ◆ Developed new accounts through flyers, direct mail, referrals, and cold calling.
- ◆ Achieved the highest customer satisfaction rate in the four-state mountain region as measured by surveys.

PREVIOUS EXPERIENCE (1993 to 1995)

Foreman and Painter, College Pro Painting, Colorado Springs, Colorado

Line Cook, East Side Mario's, Colorado Springs, Colorado

Volunteer Youth Soccer Referee, Chargers Soccer Club, Colorado Springs, Colorado